Insight School of Missouri by K12™

# 2026-2027

# Student Program Handbook & Code of Conduct


**Contact Information**

**Phone:** 314-924-6000

**Fax:** 314-380-3117

**K12 Customer & Tech Support:** 866-512-2273

**Email:** ismooffice@insightmo.org

**Address:** 12645 Olive Blvd. #214, Creve Coeur, MO 63141

## Welcome to Insight School of Missouri

INSIGHT SCHOOL OF MISSOURI is a statewide virtual school program that uses innovative technology and a rich curriculum from K12. Our program encourages students and parents to grow and learn together by exploring their personal interests and collaboratively participating in academic pursuits.

Once you begin at Insight School of Missouri you are enrolling in more than just a school program. From the moment you walk through our virtual doors, you will experience a community devoted to you and your student(s). Our virtual academy has designed educational supports that both enhance the learning experience and provide you, as a parent, with strategies and techniques to help meet your student's unique needs.

At Insight School of Missouri, we believe that every student can flourish when given the opportunity. We believe in thinking differently, inspiring students, and partnering with our community. We do this by lifting students to higher standards and providing tools for success.

We are honored to partner with you in your child's education.

Best Regards,

**Insight School of Missouri Program Administration**

- Steve Richards, Executive Director, srichards@insightmo.org
- Karen Craig, Director of Academics, kcraig@insightmo.org
- Jennifer Sonka, High School Principal, jsonka@insightmo.org
- Marilyn Allen, Career Administrator, mallen@insightmo.org
- Ed Dreyer, Student Success Administrator, edreyer@insightmo.org
- Bethany Guthrie, Operations Manager, bguthrie@insightmo.org
- Kylee Angell, Special Programs Academic Administrator, kangell@insightmo.org
- Ashley Harle, Special Programs Assistant Academic Administrator, aharle@insightmo.org
- Abby Behning, Special Programs Assistant Academic Administrator, abbehning@insightmo.org
- Diana Mitchell, Special Programs Coordinator (504s, Foster Care, MKV, Migrant), dmitchell@insightmo.org
- Mychelle Sloan, English Language Coordinator, mysloan@insightmo.org
- Andrea Werner, Special Programs Coordinator (504s), awerner@insightmo.org
- Danielle Jacobsen, Special Education Coordinator High School, djacobsen@insightmo.org
- Teri Ralls, Special Programs Coordinator High School, teralls@insightmo.org

**Mission Statement:** Insight School of Missouri will provide a safe, personalized, and innovative learning experience to our students.

**Vision Statement:** Insight School of Missouri will be Missouri's premier virtual school, where students learn in a unique community while reaching their full potential.

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## Handbook Accessibility, Purpose and Organization

If you have difficulty accessing the information in this document because of disability, please contact:

**Operations Coordinator:**
Bailey Glaser
bglaser@insightmo.org
314-806-2216

The purpose of this student handbook is to give students and their parents an understanding of the general rules and guidelines for attending and receiving an education from Insight School of Missouri.

## Who We Are

Insight School of Missouri, a full-time at-home learning program of the Dallas R-2 School District, a public, statewide online school program for learners with a passion for knowledge. Our educators are dedicated to inspiring and empowering students in grades K–12 to reach their full potential. An engaging, highly interactive curriculum allows students to "dive deep" and includes the traditional core subjects as well as art, music, and world languages. Missouri-certified teachers conduct live, online classes and provide a personalized approach tailored to student needs. For students in grades 6–12, Stride Career Prep at Insight School of Missouri provides a jump-start on college and career goals with industry-relevant electives in Business, Health and Human Services, Agriculture, and Information Technology. Students also enjoy activities and clubs which bring Insight School of Missouri students together in an active, supportive school community.

Insight School of Missouri has the right to amend the school supplemental handbook, as new state regulations become available and at the discretion of the Dallas R-2 district. If Insight School of Missouri makes changes to the student handbook during a school year, the administration of the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information. A current copy of the handbook will be maintained on the Insight School of Missouri website.

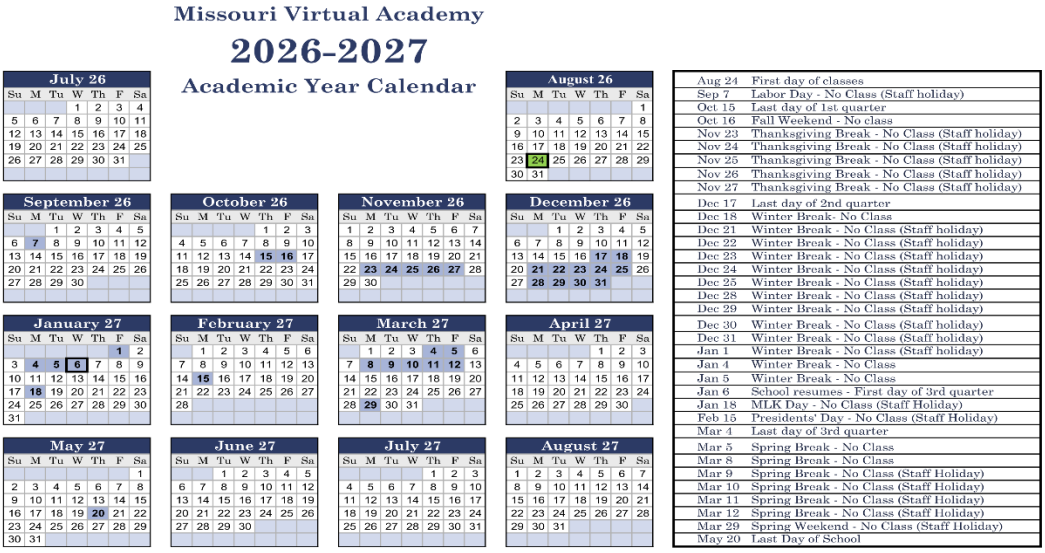
## Questions or Concerns?

Insight School of Missouri staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must collaborate to solve them. Insight School of

Missouri staff also realizes that parents and students do not always know what to do or where to seek out answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

1. All concerns and issues should first be directed to the student's teacher via phone or email. If a Insight School of Missouri teacher cannot resolve the issue, he/she directs the parent to the appropriate contact for assistance.
2. If the concern is not resolved at this level, parents are advised to contact the Principal.
3. If you need the assistance of a language interpreter, please contact Mychelle Sloan, English Language Coordinator, at msloan@insightmo.org .

## School Calendar




***Students should complete 6 hours of coursework per day and a total of one thousand and forty-four hours of instruction per academic year.**

## Admission and Enrollment

### Admission Requirements

To be approved to take courses through Insight School of Missouri, students must reside in Missouri and meet the age requirements for attendance. See the Enrollment Documents section below for required documentation.

### Enrollment Documents

Insight School of Missouri will be responsible for collecting your enrollment documents, including proof of residency, proof of guardianship, qualification for free and reduced-price lunch programs, and immunization information. According to Missouri State Law Section 167.181 RSMo., students must have the required immunizations before enrolling or attending school. Immunizations may be obtained at the Jefferson County Health Department in Hillsboro (636-942-3101) or in Arnold (636-282-1010). Additional locations throughout the state can be found here: Missouri Local Public Health Agency Directory. Appointments are necessary.

Please see our Enrollment FAQs for further information regarding enrollment.

### Non-Discrimination Statement

Insight School of Missouri does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Bethany Guthrie
School Operations Manager
Bguthrie@insightmo.org
314-806-2199

For further information regarding notice of nondiscrimination, visit the U.S. Department of Education Office for Civil Rights contact page to locate the office serving Missouri, or call 1-800-421-3481.

The OCR office for Missouri is located at:

Kansas City Office
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

**Admission of Homeless Children and Youth**

The McKinney Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster parents or relatives other than their legal guardians.

**The McKinney-Vento Definition of Homeless Children and Youth**

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by Every Student Succeeds Act) defines homeless as follows:

The term "homeless children and youths"--

A. means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
B. includes—
   I. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*
   II. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
   III. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

IV. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Additional information about McKinney-Vento supports is available by contacting Diana Mitchell, Special Programs Coordinator (504s, MKV, Homeless, Foster Care), at dmitchell@insightmo.org

**Admissions of Youth in Foster Care**

The Foster Care Education Bill of Rights The "Foster Care Education Bill of Rights" requires public school districts and child-placing agencies in Missouri to ensure youth in foster care do not fall through the cracks when it comes to receiving an education because of situations that they experience while in care. The Foster Care Education Bill of Rights requires school districts to designate a staff person as the educational liaison for foster children. The liaison shall do the following in an advisory capacity:

- Ensure and facilitate the proper educational placement, enrollment in school and check out from school of foster children.
- Assist foster care pupils when transferring schools by ensuring proper transfer of credits, records, and grades.
- Request school records within two business days of a foster child in a school; and
- Submit records of a foster child within three business days of receiving a request for school records.

Additional information about foster care supports is available by contacting Diana Mitchell, Special Programs Coordinator (504s, MKV, Homeless, Foster Care), at dmitchell@insightmo.org.

**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Insight School of Missouri receives a request for access.
2. Parents or eligible students who wish to inspect their child's or their education records should submit to the Enrollment Coordinator a written request that identifies the records they wish to inspect. The school official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask Insight School of Missouri to amend their child's or their education record should write Insight School of Missouri's Executive Director, clearly identify the part of the record they want changed and specify why it should be changed. If Insight School of Missouri decides not to amend the record as requested by the parent or eligible student, Insight School of Missouri will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
7. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Insight School of Missouri intends to forward records on request.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Insight School of Missouri to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-8520

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to

determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §
- 99.36. (§ 99.31(a)(10)
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

**Notification of Rights under PPRA for Elementary and Secondary Education**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students ("eligible students") certain rights with respect to the students' education records.

"The Protection of Pupil Rights Amendment, or PPRA, is a federal law that provides certain rights for parents of students regarding, among other things, student participation in surveys; the inspection of instructional material; certain physical exams; and the collection, disclosure, and use of personal information for marketing purposes." -U.S. Department of Education

**167.113. Compliance with federal laws relating to pupil rights required. —** The state of Missouri shall comply with all the provisions of the federal law relating to the

protection of pupil rights, as contained in Section 1232h(b) of Title 20 United States Code.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

**Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Insight School of Missouri, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Insight School of Missouri may disclose appropriately designated "directory information" without written consent, unless you have advised Insight School of Missouri to the contrary in accordance with Insight School of Missouri's procedures. The primary purpose of directory information is to allow Insight School of Missouri to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA (Elementary and Secondary Education Act)) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA (Local Educational Agency) that they do not want their student's information disclosed without their prior written consent.

If you do not want Insight School of Missouri to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Insight School of Missouri in writing by the second week of school, by emailing MOVAoffice@insightmo.org. Insight School of Missouri has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The *Protection of Pupil Rights Act (PPRA)* affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

**FERPA/PPRA Directory Contact Information:**
Bethany Guthrie
Operations Manager
Bguthrie@insightmo.org
314-806-2199

**Registration Process**

Information about Insight School of Missouri's registration process and timeline is available by going to How To Enroll in Online School - Insight School of Missouri or by going to www.k12.com

**Change of Student Information**

As soon as there is a change in student information, the parent/guardian must update this information through her/his account within two (2) school days of the change. Please alert the school office ASAP with updated information by calling 314-924-6000 or emailing MOVAoffice@insightmo.org .

For address changes, please complete the address form linked below. Proof of residence must be received before we can make changes in our system.
Address Change Form

## Attendance and Truancy

Attendance at Insight School of Missouri is determined by your child's completion of assignments and assessments within all of his/her courses, as defined by MO Rev Stat § *161.670*; thus, it is especially important that your child participates in online, offline, and live class sessions.

Student truancy will be monitored at Insight School of Missouri and may be cause for dismissal. According to the Core Data and Missouri Information System 2019 reporting manual, truancy reporting is *Required for all students except grade PK. A truant student has 10 or more consecutive days of unexcused absence from the school district* (p. 97).

In addition, when a student accumulates ten or more absences during any one school year, Insight School of Missouri must report your child's absences to the children's division within ten

business days of the 10th day of absence. Such notice will be in written form and retained in the student's school records, shall include:

1. The student's full name and parents' or guardians' full names.
2. The addresses and phone numbers of the student and parents or guardians.
3. The student's date of birth and age.
4. The student's current school and grade level.
5. The student's current grades for all classes in which the student is enrolled; and
6. The total number of days missed, and specific days missed from school.

**Thus, students will be marked as participating in a course for the week if they meet one of the following criteria:**

<u>Grades K-5:</u>

- Activity in any course (e.g., online, offline, lesson completion, live class, teacher communication)
- Student is within 10% expected progress in four or more courses

<u>Grades 6 -12:</u>

- Activity in any course (e.g., online, offline, lesson completion, live class, teacher communication)
- Have a grade of 60% or higher in each enrolled course

If a student fails to meet any of the requirements above, they will marked truant:

- One week of not meeting a defined participation requirement equals 5 days absent
- Two weeks of not meeting a defined participation requirement equal 10 days absent
- Three weeks of not meeting a defined participation requirement equal 15 days absent
- Four weeks of not meeting a defined participation requirement equal 20 days absent

Please see Insight School of Missouri's section on Non-Compliance for attendance discipline.

**Reporting Excused Absences**

Due to the flexible nature of the online program, student excused absences should only be reported, if the student is absent more than 4 days. Excused absences must be submitted and approved by Insight School of Missouri's administration. Absences will be reviewed based on reasonable causes, i.e., serious/prolonged illness, severe/prolonged injury, family emergency, etc. Excused absences not approved or not reported will be marked as days truant. Excessively truant students, as defined within the attendance and truancy section of this handbook will be at risk of being recommended not to continue in the Insight School of Missouri program. In

addition, Insight School of Missouri must report students truant to the State Department of Education. Attendance at Insight School of Missouri is determined by your child's completion of assignments and assessments within all of their courses, as defined by MO Rev Stat § 161.670. Thus, it is essential to have your student work on assignments and assessments, as prescribed by your student's teachers.

To submit a planned or unplanned absence as excused for administrative review, please complete the appropriate form below:

K-5 Excused Absence Form Link

6-8 Excused Absence Form Link

9-12 Excused Absence Form Link

**Course Completion**

While we want all students to complete and be successful in their coursework, it is essential to define what course completion means:

- In grades K–5, course completion means the student earned a Complete in the course and did not earn an Incomplete or become identified to repeat the course.

- In grades 6–8, course completion means the student earned a grade in the course at the end of the semester. This grade may be passing or failing.

- In grades 9–12, course completion means the student earned a grade in the course at the end of the quarter. This grade may be passing or failing.

Teachers will hold Live Class sessions throughout the week in the subject areas of Math, Language Arts, Science, Social Studies, Art, Music, and PE per grade level. Some grade levels will also have Live Class sessions for Health, Technology, and other electives. Some lessons may be taught with an interdisciplinary focus (i.e., using reading strategies for social studies material). Students in the elementary school shall participate in moderate physical activity for an average of one hundred fifty minutes per five-day school week, or an average of thirty minutes per day. Students in middle schools may at the school's discretion, participate in at least two hundred twenty-five minutes of physical activity per school week;

Students are expected to attend all subject sessions LIVE. In the event of session conflicts, Insight School of Missouri administration will work with the family to identify an alternative solution.

Up to 10 times per quarter, a teacher may request that a student submit designated workbook pages or other assigned offline work to verify student progress and provide timely feedback. The student or Learning Coach must submit the requested work within 24–48 hours. Submitted work must reflect the student's own work and, when handwritten work is requested, must be completed in the student's own handwriting.

It is the responsibility of the parent/student to follow up on any missed work. Attending Live Class sessions is considered for school attendance. Each student's grades and standing in the course will determine their individual expectations for attending sessions. Students are expected to attend all courses unless notified by their teacher that their attendance is not required.

## Teacher and Staff Professional Qualifications

The family may request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## Teaching Materials

Parents may review all teaching materials, textbooks, and other teaching aids used in their child's classroom. Parents may also review tests administered to their child after the test is given. To review these materials during regular school hours, parents should contact the Insight School of Missouri principal for access.

Insight School of Missouri will notify the parent or legal guardian of each enrolled student of:

1. The basic content of the district's or school's human sexuality instruction to be provided to the student; and
2. The parent's right to remove the student from any part of the district's or school's human sexuality instruction.

If a student is enrolled in a course addressing this subject matter, notification will be sent to the appropriate families upon enrollment in the course and again two weeks prior to content delivery. Parents may opt out by communicating with the content teacher.

### Objectionable Content Policy

If a parent finds certain lessons, books, or materials to be objectionable, they should contact their Misouri Virtual Academy teacher with the lesson number of the objectionable content. The teacher will work with the Learning Coach to find alternative lessons to meet the lesson objectives. The assessment for the unit must be completed to show that the unit objectives have been mastered.

## Special Education

Insight School of Missouri will provide accommodations/modifications, adaptations, and assistive technology supports for students with disabilities according to their Individualized Education Programs (IEPs). Insight School of Missouri is responsible for developing IEPs, conducting evaluations, and providing special education services as defined by each student's IEP. If you have questions regarding the implementation of IEP accommodations/modifications, curriculum or course adaptations, or assistive technology needs, please contact your teacher or Kylee Angell, Special Programs Academic Administrator, at kangell@insightmo.org .

### Child Find

The Individuals with Disabilities Education Act includes the federal Child Find mandate. Child Find requires public school districts to identify, locate, and evaluate all children with disabilities, regardless of the severity of their disabilities. If you have questions or feel your child may need special education services, please contact your teacher or Kylee Angell, Special Programs Academic Administrator, at kangell@insightmo.org .

### English Language Learners

Insight School of Missouri will provide accommodations, adaptations, and assistive technology supports for students with English Learner (EL) needs according to individualized plans. Insight School of Missouri is responsible for developing English Learner Plans, conducting evaluations, and providing EL services. If you have questions regarding the implementation of EL Plan accommodations, curriculum or course adaptations, or assistive technology needs, please contact the English Language Coordinator, Mychelle Sloan, at mysloan@insightmo.org

**Section 504 and Health Plan Supports**

Insight School of Missouri will provide accommodations, adaptations, and assistive technology supports for students according to their 504 Plan or Health Plan. INSIGHT SCHOOL OF MISSOURI is responsible for the development of the 504 Plan or Health Plan, conducting evaluations, and providing services outlined in the 504 Plan or Health Plan. If you have questions regarding the implementation of 504 Plan or Health Plan accommodations, curriculum or course adaptations, or assistive technology needs, please contact Diana Mitchell, Special Programs Coordinator, at dmitchell@insightmo.org.

## Extra-Curricular Activities

Students enrolled in **Insight School of Missouri** may be eligible to participate in certain activities through their resident school district in accordance with Missouri law, MSHSAA requirements, and applicable resident district procedures. Families should contact their resident school district for eligibility and participation requirements.

## Work Certificate

Students ages 14 and 15 are allowed to be employed under Missouri law with some restrictions. To be employed during the school year, the School Year Work Certificate must be completed by the parent/guardian, student, potential employer, and appropriate school representative. For students ages 14 and 15 wishing to be employed, please contact your principal for guidance on the work certificate process. Students enrolled in Insight School of Missouri are public school students, not home-schooled students, so parents cannot complete the school representative portion of the work permit.

## Voluntary Withdrawal

To voluntarily withdraw a student from Insight School of Missouri, parents/guardians, or students who are 18 years of age or older, should notify the student's teacher in writing as far in advance of the withdrawal as possible. A parent withdrawal form must be completed before a student is withdrawn.

For students in grades 9–12 requesting withdrawal to pursue a GED/HiSET or to drop out, a conference with the high school counselor is required prior to withdrawal. Student course records will be sent to the requesting school within 48 hours.

To return hardware and materials, students will be contacted by K12 with return options. K12 will send pre-addressed, postage-paid shipping materials. The student/family is responsible for packaging and returning the computer and materials in good condition. Return labels may be requested at any time here: How To Request UPS Return Labels page. Families may also review which course materials need to be returned by visiting Learn Which Course Materials Will Need to be Returned.

## Homeschool Declaration

Students withdrawing from Insight School of Missouri to pursue homeschooling or another educational option must provide written notification of that intent or complete the Insight

School of Missouri withdrawal process before the student is removed from Insight School of Missouri's enrollment. Missouri law addresses homeschool requirements in §167.012, RSMo, and written notification of intent to pursue other educational options in §167.042, RSMo.

Homeschool Declaration Form

## Grading

### Report Cards

Report cards will be generated and emailed following the end of each semester for K-8 and at the end of each quarter for HS. Current course progress can be viewed at any time in the online platform.

### Grading Scale

Students will be issued a letter grade for each course taken at Insight School of Missouri

If a student does not turn in an important assignment, the student will be given an incomplete/missing. When the student completes the assignment, he/she will be assigned a grade at that time.

Insight School of Missouri uses the following grading scale to determine final grades for grades K-5:

| |
|---|
| 100 – 90 – A |
| 89 – 80 – B |
| 79 – 70 – C |
| 69 – 60 – D |
| Below 60 – F |

Insight School of Missouri uses the following grading scale to determine final grades for grades 6-12:

| | |
|---|---|
| 96-100 – A | 73-76 – C |
| 90-95 – A- | 70-72 – C- |
| 87-89 – B+ | 67-69 – D+ |
| 83-86 – B | 63-66 – D |
| 80-82 – B- | 60-62 – D- |
| 77-79 – C+ | 0-59 – F |

Students will be granted a high school diploma from Dallas R2, upon the satisfactory completion of required courses and the acquiring of the requisite number of credits as mandated by the Missouri State Department of Education and Dallas R2's Board of Education. Changes to your student's course of study should be addressed by contacting your student's Insight School of Missouri counselor.

**High School GPA Calculation**

| Letter Grade | % Range | GPA Point | Honors Grade Point |
|---|---|---|---|
| A | 100-96 | 4 | 5 |
| A- | 95-90 | 3.7 | 4.7 |
| B+ | 89-87 | 3.3 | 4.3 |
| B | 86-83 | 3 | 4 |
| B- | 82-80 | 2.7 | 3.7 |
| C+ | 79-77 | 2.3 | 3.3 |
| C | 76-73 | 2 | 3 |
| C- | 72-70 | 1.7 | 2.7 |
| D+ | 69-67 | 1.3 | 2.3 |
| D | 66-63 | 1 | 2 |
| D- | 62-60 | 0.7 | 1.7 |
| F | 59-0 | 0 | 1 |

**Honors, Advanced Placement (AP), and Dual Enrollment courses are weighted to reflect their increased level of difficulty. These classes carry an extra 1.0 GPA point, meaning an A in one of these courses is worth 5.0 instead of the standard 4.0. For example, a B in an Honors, AP, or Dual Enrollment class counts as a 4.0 on the weighted scale, while the same grade in a regular course counts as a 3.0. This weighted system encourages students to challenge themselves and helps*

*highlight academic achievement on transcripts. *Please note that while this scale is used for class honors and school GPA, colleges may recalculate GPAs using their own methods.*

**Grade Appeal Process**

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with Insight School of Missouri's grading policy. If you have a question regarding your student's final grade, please contact the classroom teacher for a conference. If the concern is not resolved, please contact your student's principal.

**Individualized Learning Plans**

Per MO statute §161.670, Insight School of Missouri students are required to have an individual learning plan (ILP) designed by certified teachers and professional staff. For students in grades K-8, ILPs will include details about the student's courses, expectations, and goals for the school year as well as provide information about future academic and career planning. High school students will have an individualized graduation plan which will include information about their high school course plan, graduation plan, and a checklist to assist with post-graduate planning. This information will be aligned with Dallas R2's graduation requirements, and as defined on the student's ICAP (Individual Career Academic Plan). Each plan will be shared with each student and their parent/guardian. School staff will be able to assist individual families with any questions or alterations to their child's plans, as appropriate.
Dallas R2 Graduation Requirements (pg. 31)

**Promotion, Summer School and Retention**

MO. REV. STAT. §162.110 states that a district's governing board must define the minimum level of achievement for student promotion. Specifically, governing boards must define which students should be promoted, attend summer school, or be retained within the district.

Per the Missouri statute, students should be promoted to a higher grade level unless they have a reading ability that is one or more grade levels below their current grade level.

In addition, a student who does not achieve grade-level standards shall be required to attend summer school. Please note, these rules would not apply to students receiving special education services, as this would be an IEP committee decision.

It is expected that most students in the schools will be promoted annually from one grade level to the next upon completion of satisfactory work. However, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Every decision to retain or promote a student is considered individually. Factors to be considered are scholastic achievement, attendance, maturity, and standardized test scores. Retention decisions will be provided to families before July 1st of each year. For families wishing to appeal the principal's decision, please email the Executive Director. All appeals must be received within two weeks of notification of retention.

For more information, see Dallas R2's Promotion and Retention Requirements.

**Credit Recovery**

Credit Recovery is available for high school students at Insight School of Missouri. There are two routes to completing credit recovery:

1. Insight School of Missouri credit recovery courses (defined below).
2. Summer school courses through Insight School of Missouri 's partner district Dallas R-2 at Missouri Summer Institute (MOSI).

The high school counselor meets individually with credit-deficient students to discuss graduation requirements and create a plan for completing the courses needed for graduation. Through guidance and strategic planning with the learning coach, counselor, and student, students can recover the courses needed to support graduation. These meetings will occur yearly during the ICAP review meeting and on an as-needed basis.

A student may take up to 2 credit recovery courses per quarter. If the student is a full-time student at Insight School of Missouri, approval from the school counselor and high school principal must be obtained before the course can begin. Reach out to your counselor for the full list of course names and details.

**Transcripts**

Requests for official transcripts should be submitted during the enrollment process. Typically, students 18 years of age or older must make their own request. For students under 18 years of age, the parent/guardian must make the request. Official transcripts will include confirmed courses completed.

Homeschool Credits

Insight School of Missouri will review homeschool credit documentation as part of the enrollment and transcript review process. Credits from homeschool coursework will be evaluated based on available documentation and awarded at the discretion of school administration.

**Student Privacy and Notice of Breach**

Insight School of Missouri takes protecting your students' data very seriously. In the event of a breach of data that includes personal information of a student, Insight School of Missouri will send written notification to the parent or legal guardian of an affected student. Notification of a breach of personal information of a student will also be sent to the Missouri Department of Elementary and Secondary Education, and the state auditor. RS Mo §*162.1475*
To review the entire K12 privacy policy, please visit Stride's website, here:
https://www.k12.com/privacy-policy.html

**Assessments**

Upon enrollment and at other designated times throughout the year, all Insight School of Missouri students will be required to participate in district assessments (Benchmark [STAR, IXL], dyslexia [STAR], Kindergarten Entry Assessment) and/or other assessments based on grade and course.

The purpose of these assessments is to determine what skills the student has mastered and individual standards for which the student needs additional supports. It is critical that your child completes each assessment assigned, since our testing is purposeful and meaningful and drives our instructional practices to best serve the individual needs of your child.

**End of Course Assessments for High School Courses**

All students are required to take End-Of-Course examinations as required by the Department of Education. IXL will be used for testing preparation. In addition, the following rules and/or guidelines are used concerning end-of-course examinations.

A. Dallas R2 must ensure that all students take required end-of-course exams (Algebra I, English II, Biology, and American Government).

B. Students may only take an End-of-Course exam if they have shown mastery of course objectives or by counselor recommendation and communication with parent/guardian. Students who are not ready to take the exam must attend summer school or retake the class to qualify for the exam.

**Graduation Requirements**

Students will be granted a high school diploma upon the satisfactory completion of required courses and the acquisition of the requisite number of credits as mandated by the Missouri State Department of Education and the Dallas R2 Board of Education; the recommendation of the superintendent; the payment of all monies owed to the Dallas School District; and the completion of all disciplinary penalties. Seniors must pass two credits (four courses) in each of their last two semesters to graduate, unless approved by the Board of Education (except for fifth-year students). Students must also take end-of-course exams as required by the Missouri State Department of Education to qualify for graduation.

| **Insight School of Missouri Graduation Requirements** | | |
|---|---|---|
| **Subject** | **Units of Credit** | **Additional Requirements** |
| English Language Arts | 4 Credits | |
| Math | 3 Credits | |
| Social Studies | 3 Credits | *Passing of the U.S. and Missouri Constitutions<br><br>*Passing of an American's Civics Exam |
| Science | 3 Credits | |
| Fine Arts | 1 Credit | |
| Physical Education | 1 Credit | |
| Practical Arts | 2Credit | |
| Health | ½ Credit | |
| Personal Finance | ½ Credit | |
| Electives | 5.5 Credits | |
| Accuplacer Prep | ½ | |
| **Total** | **24 Credits** | |

**Graduation Ceremony Policy**

Students must be eligible for graduation by May 1 to participate in the graduation ceremony. The ceremony at INSIGHT SCHOOL OF MISSOURI follows specific guidelines to ensure a smooth

and respectful event. Students are not allowed to decorate their graduation caps, and they must walk across the stage without accompaniment.

**End of Course Exams**

The Missouri Assessment Program assesses students' progress toward the Missouri Learning Standards, which are Missouri's content standards. End-of-Course assessments are taken when a student has received instruction on the Missouri Learning Standards for an assessment, regardless of grade level. All EOC assessments are available only online, unless a student's IEP indicates that a Braille, Large Print, or Paper/Pencil form is needed. Missouri's suite of available End-of-Course assessments includes: English I, English II, Algebra I, Algebra II, Geometry, American History, Government, Biology and Physical Science. Each student must take these four required Missouri End of Course Exams before graduation.

Aside from 24 academics credits and EOCs, students must pass the US and Missouri Constitution Exams, the American Civics Exam, CPR Training and the Career and College Readiness Exam.

**Dual Enrollment**

Dual enrollment is a wonderful opportunity for high school students to earn college and high school credit simultaneously, without having to leave the high school setting. Eligible students can take courses through Ozark Technical Community College, St. Louis Community College, and Metropolitan Community College to earn credit at MOVA. Dual enrollment courses allow students to get a jump on their college coursework and give them a sample of what college studies are like. Students can take dual enrollment courses online during the fall and spring semesters. All dual enrollment courses are taken online with community college instructors.
All MOVA dual enrollment courses meet the requirements of CORE 42. The core transfer curriculum, known as CORE 42, is a framework for general education that all Missouri public two- and four-year institutions of higher education adopted effective for the 2018–2019 academic year. The goal of CORE 42 is to facilitate the seamless transfer of academic credits.
Additional information about CORE 42 can be found here:
https://dhewd.mo.gov/core42.php

There are eligibility requirements that need to be met to qualify for dual enrollment. Additionally, there is a cost associated with dual enrollment courses, which is based on the number of credit hours. Payment for dual enrollment courses is the sole responsibility of the student and parent. MOVA does not pay for dual enrollment courses.
Additional information on MOVA's dual enrollment courses is available through the link below:
Dual Enrollment Courses

**Contact Information:**
Ed Dreyer
Academic Administrator, Student Success
edreyer@missourida.org

**Advanced Placement**

Students can earn college credit, advanced placement, or both with their AP Exam score, depending on the policy of the college they are interested in. Most colleges and university have a written policy describing how they award credit and advanced placement.

Students can search AP Credit Policies here: https://apstudents.collegeboard.org/getting-credit-placement/search-policies

**A+ Scholarship Program**

The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools that attend a participating Missouri public community college or vocational/technical school, or certain private two-year vocational/technical schools.

For more information about A+ Scholarship Program, please visit this link: A+ Scholarship Program Information | Smore Newsletters

**Career Readiness Education (CRE)**

Insight School of Missouri helps students develop and hone success-ready skills and explore career fields to help students be successful in the workplace and their postsecondary intentions. Whether students intend to go to attend a postsecondary institution, enlist in the military, or start their career right out of high school Insight School of Missouri helps students combine passion and interests with the skills needed to compete for jobs in high-demand fields. These learning experiences will ensure that students develop transferable skills and assist in making career decisions.

All new Insight School of Missouri students and incoming 9th grade students will begin in the High School Explorations pathway. This will allow students to become more familiar with the pathways offered at Insight School of Missouri and these career opportunities. Please note that not all pathways will be offered every quarter and each pathway has different requirements for approval. Below is a list of Insight School of Missouri pathway options:

- Health Sciences
- Business

- Information Technology
- Agriculture
- Hospitality and Tourism
- Education and Training

Certifications

Certifications are industry-recognized exams, that are related to the Career Pathway that a student chooses. Pursuing and achieving a certification allows students to acquire and practice career-readiness skills while also providing validation to potential employers and higher education institutions that the student has ascertained a specific certification. The Stride Career Prep Program is designed to prepare students within their career pathway to complete certification exams within their field of study. Such exposure and training will allow Stride students to distinguish themselves within the job market. Certifications will expose students to real-world workplace situations and allow students to show their future employers that they possess a particular set of skills and knowledge that will help them to be successful. For additional information, please see MODA's CRE Smore.

**Cooperative Education**

The Cooperative Occupational Education program will allow students to earn course credit for working at a part-time job. In the "Cooperative Occupational Education" (Co-Op) program, students would take 2 courses and receive a half elective credit for each course. Students must already have a part-time job prior to applying for this program and you must remain employed throughout the semester to qualify for this program.

**Contact Information:**
Marilyn Allen
CRE Assistant Academic Administrator
mallen@insightmo.org

**Early Graduation Requirements**

Per Board Policy 2540, Graduation, with all attendant privileges, will be allowed any time after Seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Boards. Early graduation should be part of a cooperative plan developed by students, their parents/guardians, and the school.

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent.

A. Students will receive a regular diploma.

B. The early graduating student will receive their diploma at the end of the school year (same time as other graduating eight-semester students).

C. Students considering early graduation must complete and return an early graduation request form to the guidance counselor by the due date assigned. Failure to complete and return the required early graduation form to the high school guidance counselor by the due date assigned will make student attendance mandatory for the eighth semester regardless of the number of school credits earned.

D. Early graduation request will be approved or denied by the Laquey R5 Board of Education at a board meeting. The decision made by the Laquey R5 Board of Education is final and cannot be changed once decided upon. For example, if the school board approves an early graduation request, the student can't later decide to return to school during the second semester.

E. Students can graduate at the end of their first semester (second quarter) of their Senior year at the earliest.

Per Board Policy 2540, a high school diploma will be issued to early graduating students upon the completion of the requirements as stated in Section II and approval of the Dallas school board. In addition, the following rules and regulations will also be followed:

F. Student will receive a regular diploma.

G. The early graduating student will receive their diploma at the end of the school year (same time as other graduating eight semester students).

H. Students considering early graduation must complete and return an early graduation request form to the guidance counselor by the due date assigned. Failure to complete and return the required early graduation form to the high school guidance counselor by the due date assigned will make student attendance mandatory for the eighth semester regardless of the number of school credits earned.

I. Early graduation request will be approved or denied by the Dallas R2 Board of Education at a board meeting. The decision made by the Dallas R2 Board of Education is final and cannot be changed once decided upon. For example, if the school board approves an early graduation request, the student can't later decide to return to school during the second semester.

J. Students can graduate at the end of their first semester (second quarter) of their junior year at the earliest.

**State Testing**

Insight School of Missouri students must comply with all Missouri-mandated testing requirements and complete the assessments required for their grade level and course placement. MAP Grade-Level Assessments and high school End-of-Course Assessments will be administered virtually. MAP-A assessments and English language learner screening assessments must be completed in person. Families are responsible for providing transportation to required in-person testing locations.

As we near testing windows, specific times and locations will be provided in advance for planning purposes. Please keep spring testing in mind when planning family trips, etc. as state testing is a mandatory attendance event.

If a student and/or parent/guardian has a conflicting situation with a staff member or curricular matter at INSIGHT SCHOOL OF MISSOURI, the student/parent should follow the steps below:

1. Communicate first, via phone and email, with the teacher, counselor, or advisor involved in the situation.
2. If student/LC and the staff member cannot resolve the situation through conversation and/or meetings, then the student/LC should contact the Testing Coordinator, Cheyanne Wheelis at 314-396-2884

## Parent/Student Escalation School Policy

If a student and/or parent/guardian has a conflicting situation with a staff member or curricular matter at Insight School of Missouri, the student/parent should follow the steps below:

1. Communicate first, via phone and email, with the teacher, counselor, or other staff member involved in the situation.
2. If student/LC and the staff member cannot resolve the situation through conversation and/or meetings, then the student/LC should contact your building level principal.

## Fees (All Grade Levels)

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student.

## Technology

### K12 Loaner Computer Policy

Insight School of Missouri provides computers to students K-12 that qualify for Free/Reduced Lunch. Free/Reduced status will be collected at enrollment and each year after July 1st. Students must follow the guidelines in this handbook regarding Computer/Technology Misuse, Netiquette, and Misuse of Technology Resources and the Internet. Please reach out to your building level principal if you have further questions. If there is a computer/tech issue, parents should contact tech support within 24 hours

### Internet Service Provider (ISP) Stipend Policy

Families shall acquire and maintain Internet access to participate in the school. Insight School of Missouri will provide a stipend to qualifying families for Internet access. Eligibility is based on students who are approved and verified as McKinney Vento or who qualify for Free/Reduced lunch. There will be one ISP stipend per qualifying family in the amount of $120. Families may elect to waive this stipend.

A stipend check will be mailed to the address provided within the Online School for those families enrolled through the end of the school year. Address changes must be submitted through the child's teacher and must be up to date by June 1. Insight School of Missouri will not re-issue checks due to addresses not being updated in the system. Internet stipends will be pro-rated per enrollment date. The ISP stipend will occur annually, and the check will be mailed

during the summer prior to the start of a new school year. Students who withdraw before the last day of school will not receive the stipend. Qualifying families must submit proof of internet at the end of the school year. This will be in the form of the internet provider bill showing the date of service and address where service is provided. The address must match the address in the Online School.

Internet stipends may not be provided to families who fail to comply with the attendance, progress, and teacher communication policies.

## Non-Compliance Policy

As full time Missouri Course Access Program (MOCAP), Insight School of Missouri is required to monitor student attendance and progress, in accordance with all applicable statutes and State Board of Education rules and regulations. Insight School of Missouri student attendance is monitored. See Attendance and Truancy Policy in the Parent Student Handbook for requirements for each school level. Insight School of Missouri teachers and administration will monitor student attendance and progress, which will be a determining factor in student advancement to the next curricular level and continued enrollment in Insight School of Missouri. A Insight School of Missouri parent or student may be deemed engagement concern for any of the following reasons:

- Failure to make sufficient progress
- Repeated failure to complete progress and/or attendance each day during the school year
- Failure to respond to staff/teacher/administrator phone calls, emails
- Failure to accept any Insight School of Missouri certified mail
- Failure to participate in scheduled parent, student, & teacher conferences/meetings
- Failure to attend required Live Class sessions
- Failure to submit required work by deadlines
- Failure to participate in state-mandated assessments
- Failure to participate in diagnostic or interim assessments
- Falsifying progress or student work in the Online School
- Providing student(s) access to an adult's Online School username/password
- Failure to participate in required intervention programs or sessions
- Failure to follow other school policies
- Failure to follow Individualized Learning Plan (ILP) requirements
- Failure to comply with agreed provisions set forth within a qualifying student's Individualized Education Program (IEP)
- Cyber-bullying and/or inappropriate behavior in any online capacity or at any Insight School of Missouri event.

**Engagement MTSS procedures:**

Prior to determining non-compliance, a staff member will communicate with the parent/learning coach the concerns of the teacher by phone with a follow up email summarizing the conversation.

- Call and speak to LC/guardian. Summarize phone call and send follow-up email to the LC/guardian. This step should be a phone call.
- If you cannot reach the LC/guardian via phone, staff is required to attempt another phone call within 5 school days. Staff must continue attempts during that 5-day period.

Staff will make every effort to support the parent/learning coach in his/her needs and to clearly and concisely communicate the policies and expectations for students and parents as outlined in the Student/Parent Handbook. Teachers will also refer to the students' Academic Improvement Plan and/or Individual Learning Plan. The teacher will conference with administration as needed for assistance.

**Step 1: Engagement MTSS Level 1**

When a student reaches Engagement MTSS Level 1:

1. The homeroom teacher will contact the family by phone to discuss the student's participation and review the Level 1 notification.
2. An Engagement Ambassador will send a Level 1 follow-up email to the family.
3. The Engagement Ambassador will begin meeting with the student weekly to provide support, identify barriers, and create a plan for success.
4. The school will document the student's Level 1 status and all support efforts.
5. Before a student is placed at this level, the school will consult with all applicable special program teams to ensure appropriate supports are in place.

**Step 2: Engagement MTSS Level 2**

If participation concerns continue, the student will move to Engagement MTSS Level 2.

1. The homeroom teacher will contact the family by phone to discuss the student's continued non-compliance and review the Level 2 notification.
2. An Engagement Ambassador will send a Level 2 follow-up email.
3. The Engagement Ambassador will meet with the student at least twice each week to provide additional support and monitor progress.
4. The school will document the student's Level 2 status and all interventions.
5. Before placement at this level, the school will again consult with all applicable special program teams.

If participation does not improve after these interventions, the student may advance to the final level of engagement MTSS.

**Step 3: Engagement MTSS Level 3 (Probation)**
Level 3 is the final stage of the engagement MTSS process and places the student on probation.

1. School administration will review the student's status, including input from special program teams, before confirming Level 3 placement.
2. School administration will send a formal Level 3 notification explaining the seriousness of the student's non-compliance and the potential consequences if participation does not improve.
3. The Engagement Ambassador will meet with the student daily to provide intensive support and help the student re-engage in learning.
4. School administration will document all communications and interventions.
5. At the end of the review cycle, school administration will determine whether the student has made sufficient progress to return to Level 2 or will remain at Level 3.

**Withdrawal**
If a student remains non-compliant after all intervention and support efforts have been exhausted, school administration may begin the withdrawal process. The homeroom teacher will provide the required documentation to support the decision.
Students who are withdrawn due to non-compliance may not be eligible for re-enrollment at Insight School of Missouri (MOVA).

**Process for Engagement MTSS Students: Special Programs**

1. Insight School of Missouri's engagement MTSS policy is followed for any students regardless of disability. This is used for truancy, misconduct, and general non-compliance. Prior to level determination, ambassadors and must consult with special programs to ensure all staff are on the same page.

2. A manifestation determination (if necessary) conference is scheduled with a 7-14 day notice. This is sent via email, and phone call to a parent when scheduling. The special education teacher/504 coordinator will send out a meeting request to the general education teacher, special programs manager, principal, and other IEP team members as well.

3. The meeting will be held in the school required platform and a decision as to whether the act of misconduct is a manifestation of the student's disability will be determined by the team.

4. The finalized documents will be uploaded to Spedtrack and a copy of the forms will

be sent to the parent.

5. The case manager will log a note in PowerSchool to show that a manifestation was held and whether the misconduct was a manifestation of the student's disability.

***All Special Program students that are having a manifestation will receive all documentation from either the SPED Administrator or SPED Coordinator.

## Student Code of Conduct

*The purpose of the student code-of-conduct is to emphasize student expectations and provide guidelines for appropriate online school behavior.*

Infractions are grouped into categories according to the seriousness of the offense. Each disciplinary action category gives a range of penalties which may be issued and are not all-inclusive. The disciplinary action to be taken does, however, provide students with a basic understanding of the seriousness of the offense. Furthermore, student penalties may be increased or decreased at the discretion of INSIGHT SCHOOL OF MISSOURI administration and Dallas R2 according to each set of circumstances and according to past discipline problems.

It should be understood that not all disciplinary situations are covered in this handbook. Insight School of Missouri administration will use the appropriate Dallas R2 Code of Conduct as published in the student family handbooks for situations outside the bounds listed below. Further, the student's continued participation in INSIGHT SCHOOL OF MISSOURI courses may be in question and the student may be withdrawn, based on Dallas R2's policy.

CODE-OF-CONDUCT

Furthermore, when a student violates INSIGHT SCHOOL OF MISSOURI's rules which also violate state laws, a complaint may be signed by INSIGHT SCHOOL OF MISSOURI administration with the local Sheriff's Department. Some examples of these violations include, but are not necessarily limited to, the following:

1. Battery
2. Possession, distribution, or use of drugs
3. Theft
4. Vandalism
5. Fighting

| BEHAVIOR/OFFENSE | First Offense | Second Offense | Third Offense |
|---|---|---|---|

| | | | |
|---|---|---|---|
| **Alcohol, Drugs, Narcotics Medication or Medicine (* cumulative behavior i.e., infractions are cumulative over the student's tenure at Insight School of Missouri)**<br>A. Non-prescription medicine, i.e., Tylenol, etc. must be administered by the parent/guardian, prior to attending any Insight School of Missouri event. Nonprescription medication will not be administered by Insight School of Missouri staff. Students are not allowed to possess non-prescription mediation.<br>B. Possession, use, or being under the influence of unauthorized alcohol, drugs (including prescription drugs), narcotics, medication or medicine, substances purporting to be the same (imitation controlled substances), unauthorized inhalants, and /or related paraphernalia by any student while such student at a school event (online or in person).<br><br>Medication shall be delivered to the school designee for in person events, together with written dosage instructions from a doctor.<br><br>Policy 2870 – (A parent or guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over the counter, must be in pharmacy or manufacturer labeled container.)<br><br>C. The sale, transfer, or distribution of unauthorized alcohol, drugs (including prescription drugs), narcotics, medication or medicine, substances purporting to be the same (imitation controlled substances), unauthorized inhalants and or related paraphernalia is the act of transferring such substance from one person to another by any student while such student attends a school function, either online or in person. | **A. Non-prescription drugs** A. Up to 3 days in school suspension<br>***A+ PROBATION**<br><br>**B. Alcohol, Drugs, Narcotics** 10 days of out of school suspension with recommendation to the Executive Director for 45 additional days of suspension. Notification to law enforcement. Notification to law enforcement. Safe Schools Report will be filed.<br>***A+ DISMISSAL**<br><br>**C. Sale and Distribution** 10 days out of school suspension with recommendation to the Executive Director for an additional 170 days or expulsion. Notification to law enforcement. Safe Schools Report will be filed.<br>***A+ DISMISSAL** | A. Up to 5 days in school suspension. ***A+ DISMISSAL**<br>B. 10 days of out of school suspension with recommendation to the Executive Director for an additional 170 days or expulsion. Notification to law enforcement. Safe Schools Report will be filed. | **A.** Up to 5 days out of school suspension ***A+ DISMISSAL**<br><br>**B.** 10 days of out of school suspension with recommendation to the Executive Director for an additional 360 days or expulsion. Notification to law enforcement. Safe Schools Report will be filed. |

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| **Arson (*cumulative behavior)** – Intentionally causing or attempting to cause a fire or explosion. See Dallas Policy 2654. | 10 days out of school suspension with recommendation to the Executive Director for an additional 170 days or expulsion. Notification to law enforcement. ***A+ DISMISSAL** |

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| **Assault of Fellow Student (*cumulative behavior)** - This category would include any act which creates or causes a reasonable apprehension in the student of an immediate harmful or offensive contact to their body or any act which brings about harmful or offensive contact to the student's body. | 10 days out of school suspension with recommendation to the Executive Director for 20 additional days of suspension. Notification to law enforcement. Extenuated circumstances could result in further consequences. ***A+ DISMISSAL** | 10 days out of school suspension with recommendation to the Executive Director for 170 additional days of suspension. Notification to law enforcement. ***A+ DISMISSAL** | 10 days out of school suspension with recommendation to the Executive Director for expulsion. Notification to law enforcement. ***A+ DISMISSAL** |
| **Assault of School Personnel (*cumulative behavior)** - This category would include any act which creates or causes a reasonable apprehension in the faculty or staff member of an immediate harmful or offensive contact to their body or any act which brings about harmful or offensive contact to the faculty or staff member's body. | 10 days out of school suspension with recommendation to the Executive Director for 45 additional days of suspension. Notification to law enforcement. Extenuated circumstances could result in further consequences. ***A+ DISMISSAL** | 10 days out of school suspension with recommendation to the Executive Director for 170 additional days of suspension. Notification to law enforcement. ***A+ DISMISSAL** | 10 days out of school suspension with recommendation to the Executive Director for expulsion. Notification to law enforcement. ***A+ DISMISSAL** |
| **Bullying (*cumulative behavior)** –. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. **Cyber-bullying is also prohibited.** | 10 days out of school suspension with recommendation to Executive Director for additional 20 days. Extenuated circumstances could result in further consequences and referral to the Executive Director ***A+ DISMISSAL.** | 10 days out of school suspension with recommendation to the Executive Director for an additional 170 days or expulsion. ***A+ DISMISSAL** | 10 days out of school suspension with recommendation to the Executive Director for an additional 360 days or expulsion. ***A+ DISMISSAL** |
| **Academic Dishonesty –** Cheating: To violate rules dishonestly on schoolwork. Plagiarism: Imitating the work of another with the intent to deceive. | Student will be given a "0" until an alternative assignment is completed; assigned 1 day of After School Detention. Parent notification. ***A+ PROBATION** | Student will be given a "0" until an alternative assignment is completed; assigned 3 day of After School Detention. Parent notification. ***A+ 2nd PROBATION** | Student will be given a "0" until an alternative assignment is completed; assigned 5 day of After School Detention. Parent notification. ***A+ DISSMISSAL** |

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| **Computer/Technology Misuse –** This category includes but is not limited to sharing confidential passwords; deleting, examining, copying, or modifying files of other users; deliberate damage/disruption of the computer system; using the computer for vulgar or profane purposes; copying system files or copyrighted material; use of system to connect to other systems except authorized internet connections. | Written warning issued and put into personal file. Extreme cases could warrant In School Suspension or Out of School Suspension **A+ DISCIPLINE WILL BE DETERMINED BY THE SEVERITY OF THE OFFENSE ON ANY MISUSE OF COMPUTER** | Parent contact with warning that further action will result in loss of computer use privileges. Extreme cases could warrant In School Suspension or Out of School Suspension **A+ DISCIPLINE WILL BE DETERMINED BY THE SEVERITY OF THE OFFENSE ON ANY MISUSE OF COMPUTER** | Loss of computer privileges for 30 days. Continued infraction will warrant further loss of privileges. Extreme cases could warrant In School Suspension or Out of School Suspension **A+DISCIPLINE WILL BE DETERMINED BY THE SEVERITY OF THE OFFENSE ON ANY MISUSE OF COMPUTER** |
| **Defamation –** Defamation of a person's race, sex, religion, or ethnic origin. | 3 days of After School Detention or 2 days ISS ***A+ PROBATION** | 5 days of After School Detention or 3 days ISS ***A+ DISMISSAL** | 1 day Out of School Suspension |
| **Defiance and Insubordination** – This category is defined as the stated or implied intention not to comply with school rules or reasonable requests of school officials/instructors. This includes requests to do assigned work in class. | 3 days of After School Detention and/or ISS ***A+ PROBATION** | 5 days of After School Detention and/or ISS ***A+ PROBATION** | 3-5 days of out of school suspension. ** ***A+ DISMISSAL** |
| **Ongoing Disruptive Behavior / Breaking Classroom Rules** - This category would include conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work. | Written Warning and up to 1 day After School Detention ***A+ WARNING** | 2 days of After School Detention and/or ISS ***A+ PROBATION** | 5 days of After School Detention and/or ISS ***A+ DISMISSAL** |
| **Extortion** - This category is defined as threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. | 3 days out of school suspension. ***A+ DISMISSAL** | 5 days out of school suspension. ***A+ DISMISSAL** | 10 days of out of school suspension with possible recommendation to Executive Director for 45 additional days. ***A+ DISMISSAL** |
| **Forgery**– Imitating the signature or work of others with intent to deceive. | 1 days In School Suspension ***A+ PROBATION** | 3 days of In School Suspension ***A+ 2ND PROBATION** | 5 days In School Suspension ***A+ DISMISSAL** |
| **Harassment-** Harassment is when bullying behavior is directed at a target is based on a protected class. Protected classes include race, color, religion, sex, age, disability, or national origin. | Up to 3 days in school suspension. | Up to 5 days in school suspension. | Up to 10 days out of school suspension. |

*Behaviors not defined within INSIGHT SCHOOL OF MISSOURI's code of conduct, Dallas R2's codes of conduct will be utilized.

**Seclusion and Restraint**

Restraint and seclusion will apply to Insight School of Missouri student outings, or any student events hosted by Missouri Virtual. The purpose of this policy is to promote safety and prevent harm to all students, school personnel and visitors as well as treat all students with dignity and respect in the use of discipline and behavior management techniques.

Seclusion

**Seclusion** is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving. Seclusion does not include an approved timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion may be used only when there is an imminent danger of physical harm to the student or others and must end as soon as the student is no longer an imminent danger.as provided for in RSMo 160.263.

Isolation

Isolation is defined as the confinement of a student alone in an enclosed space without locking hardware. Isolation may only be used by authorized school personnel such as an administrator or any person, paid or unpaid, working at a school function in an official capacity:

- After de-escalating procedures have failed.
- In an emergency where a student's behavior poses a serious, probable threat of imminent physical harm to self or others or another person's property; or
- As specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated by the Academic Administrator or Executive Director on a case-by-case basis based on the age of the child and circumstances and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.

- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places at the location.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

Physical Restraint

***Teachers are not trained in any form of restraint. If you think your student is at risk of needing restraint, we request that you stay onsite with the student during in-person events.**

Chemical Restraint

Chemical restraints shall never be used by school personnel.
Aversive interventions that compromise health and safety shall never be used by school personnel.

School Personnel Debriefing

Following any situation involving the use of seclusion, isolation, or restraint, as defined, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students, or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

Parental Notification

Except as otherwise specified in a student's IEP or Section 504 plan:
Following a situation involving the use of seclusion, isolation, or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident. The parent or guardian shall receive a written report of the emergency within five (5) school days of the incident. The written incident report shall include all the following:

- Date, time of day, location, duration, and a description of the incident and de-escalation interventions.
- Event(s) that led up to the incident.
- Nature and extent of any injury to the student.
- Name of a school employee the parent or guardian can contact regarding the incident and contact information for that employee.

Staff Training

Insight School of Missouri shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation, and restraint.

Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions Districts shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing each of the following: when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

Applicability of this Policy this policy applies to all Insight School of Missouri personnel.
Dallas R2 Seclusion and Restraint Policy

**Student Searches**

Insight School of Missouri loaned computers are the property of Insight School of Missouri and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The equipment may be searched by school administrators or staff who have a reasonable suspicion that equipment contains material of a disruptive nature, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy.

Students or student property may be searched based on reasonable suspicion of a violation of school policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses if such witnesses are available.

Law enforcement officials shall be contacted if the search produces evidence of a crime. Parents may also be contacted.

Dallas R2 Student Search Policy

**Academic Integrity Policy**

All work submitted and/or marked complete in Canva is assumed to have been completed only by students from their own student account. *Students should not have access to the learning coach login credentials.* Students are also responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by

these standards will be reported to the Principal and will result in a conference with the student's parent and/or Learning Coach. Students who violate this policy are subject to consequences, including recommendation to discontinue enrollment in Insight School of Missouri's program. Please see Code of Conduct for consequences.

**Live Class Expectations**

Students are expected to log-in to required Live Class sessions at the appropriate time with:

- Cameras on
- Appropriate background
- Appropriate dress (shirt) must be worn.

All Live Class platform features must be used in accordance with all school policies and expectations.

**Plagiarism**

The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that is not tolerated are:

- Copying or rephrasing another student's work.
- Taking material from Internet sources and using it as your own, even if some words are changed.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids, critical sources, AI or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of student aids, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.
- Students who plagiarize will be held to the discipline for Cheating in the student code of conduct above.

**AI (Artificial Intelligence)**

AI tools are to be used solely for educational purposes as approved by teachers. Students use of AI should be transparent and must be used ethically, refraining from cheating or plagiarizing. Students should not use AI in the form of research and should not copy and paste AI wordage into essays or other assignments. The misuse of AI could be considered plagiarism.

**Source Citation**

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and date of access.

**Misuse of Technology Resources and the Internet**

Insight School of Missouri wants to take additional precautions to support student internet safety.
Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

**Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to your resident district's Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with their resident district's Student Code of Conduct and, in some cases, the consequence may rise to the level of expulsion.

**Netiquette on The Internet**

All users of Insight School of Missouri's educational platforms and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include the following:

- Be Polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do **NOT** reveal your personal contact information (including Zoom/Teams and social media usernames/handles) or phone numbers or those of other students or colleagues.
- Keep paragraphs and messages short and to the point. Focus on one subject per message. Always include a subject line in the email.
- Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word may also be used to make a stronger point.
- Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.
- Minimize spelling errors and make sure your message is easy to understand; however, remember that many people all over the world use the Internet. Please do not criticize another person's use of grammar or spelling.
- Cite all quotes, references, and sources. Copyright applies to electronic information.

- Never send chain letters through the Internet.

**Internet Safety Policy**

In accordance with the Children's Internet Protection Act (CIPA), Insight School of Missouri and K12, Inc. installs the appropriate technology resources to protect students and employees from inappropriate Internet content. This system will restrict access to electronic systems that contain information pertaining to pornography, hacking, unauthorized chat rooms, and any other content considered harmful to minors. This system will also restrict access to sites which seek to solicit personally identifiable information.

We understand that children who are under 13 years of age need enhanced safeguards and privacy protection, as set forth in the Children's Online Privacy Protection Act (COPPA). COPPA protects the information privacy of children under the age of 13 by requiring web site operators and online services to post privacy policies and obtain verifiable parental consent before collecting information from those children.

We receive personal information about children who are under the age of 13 strictly from their parents or guardians at the time those children are enrolled into our schools. The only information received directly from your student is the information they provide (such as test answers, electronic mail, and class discussions) in our schools as part of their education. Other than through the schools, we do not solicit children to provide personal information. We also do not knowingly contact or collect PII from children under 13.

Nevertheless, we want to provide assurances that information about young children is safe. If you want to notify us that we have inadvertently received information for a child under the age of 13 as, for example, by fraud or deception by others, please email us at privacy@K12.org. Also, you can review certain personal information that we have regarding your children by making such a request in writing to privacy@K12.org.

**School Property**

Insight School of Missouri provides materials, computer (if applicable), printer, books, and other curricular supplies. These materials are Stride K12 Inc. property and must be kept in good condition.
Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. A list of properties that must be returned is provided to parents. All property and equipment must be returned in good, working condition upon withdrawal from the program or completion of the school year. If a piece of TXESP's electronic equipment is not working properly, ***the parent should contact K12 Customer Care at 1-866-512-2273*** and troubleshoot

with the technical support team. Parents should not repair any of Insight School of Missouri's/K12's equipment. All printed materials are copyrighted, and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials.

**Appeals Notice**

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or Insight School of Missouri administration.

## Student Resolution Matrix

| **Issue** | **Who To Contact?** |
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| Academic Help | Teacher |
| Address Update | INSIGHT SCHOOL OF MISSOURI Change Address Request Form |
| Live Class - Technical Issue | Customer Support: Submit a Ticket / 866-512-2273<br><br>Engageli Quick Start Guide https://www.help.k12.com/s/article/Engageli-Class-Connect-Quick-Start-Guide |
| Course Change or Missing Course | Counselor |
| Course Content Comments & Minor Errors | Feedback in your Online School |
| Course Content Questions & Errors | Content Teacher |
| Course Materials Shipping, Missing & Damaged | Customer Support: Submit a Ticket / 866-512-2273 |
| Grades and Scores for Online Assessments | Content Teacher |

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| Internet Reimbursement (If Available) | School Office<br>movaoffice@insightmo.org<br>314-924-6000 |
| K12 Computer Hardware Troubleshooting | Customer Support: Submit a Ticket / 866-512-2273 |
| K12 Computer Keyboard, Mouse & Microphone | Customer Support: Submit a Ticket / 866-512-2273 |
| K12 Computer Malware/Virus | Customer Support: Submit a Ticket / 866-512-2273 |
| K12 Computer Requests | Request via PowerSchool |
| K12 Computer **Replacements** | Customer Support: Submit a Ticket / 866-512-2273 |
| K12 Computer Software Updates | Customer Support: Submit a Ticket / 866-512-2273 |
| K12 School Account Set-Up & Login | Account Set-Up Instructions<br>*How to set up LC or student account, how to change password<br><br>Customer Support: Submit a Ticket / 866-512-2273 |
| K12 School Error Messages | Customer Support: Submit a Ticket / 866-512-2273 |
| PDF Links | Customer Support: Submit a Ticket / 866-512-2273 |
| Tracking Shipments and Materials | Student Materials and Shipments<br><br>Customer Support: Submit a Ticket / 866-512-2273 |
| Return Course Materials | Request Shipping Labels<br><br>Learn what Materials to Return<br><br>Customer Support: Submit a Ticket / 866-512-2273 |
| Return K12 Computer Equipment | Request Shipping Labels |

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| | K12 Computer Returns: computerreturns@k12.com / 866-571-4310 |
| Return Labels (Need Additional UPS Labels) | Request Shipping Labels<br><br>Customer Support: Submit a Ticket / 866-512-2273 |
| INSIGHT SCHOOL OF MISSOURIEvents | Teacher/CES<br><br>INSIGHT SCHOOL OF MISSOURI Outings Smore<br><br>INSIGHT SCHOOL OF MISSOURI Socialization Smore |
| Suggestions & Comments | Feedback in Your Online School |
| Transcript Requests (and other student records) | INSIGHT SCHOOL OF MISSOURI Record Request Form |
| Withdraw | Teacher |
| Teacher/Staff Contact Info. | INSIGHT SCHOOL OF MISSOURI Teacher & Staff Directory |
| Still have questions? | Learning Coach Question Form |

## Title IX Non-Discrimination Policy

Insight School of Missouri is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment, and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. Insight School of Missouri reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

**Information and Assistance**

Definition of Sex Discrimination and Sexual Harassment (for Students):

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.

- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal, or physical.

Definition of Sex Discrimination and Sexual Harassment (for Employees):

- Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures from any of the following:

**Title IX Coordinator**:
Bethany Guthrie
Operations Manager
bguthrie@insightmo.org
314-806-2199

**Title IX Grievance Guidelines**

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator, a school counselor, principal, or other school administrator. A Title IX grievant is requested to complete a complaint form (Appendix D). Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

**Grievance Procedures**

The grievance procedures will be as follows:

1. It is the express procedures at Insight School of Missouri to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilities the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.

2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with Insight School of Missouri's policy on the Reports of Suspected Child Abuse or Neglect of Children.

3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.

4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.

5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, Insight School of Missouri shall take appropriate corrective action to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with Insight School of Missouri's Title IX principles and goals.

6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the School Board within thirty (30) working days from receipt of the complaint.

7. The School Board shall review the case and make its recommendations to the Title IX Coordinator within fifteen (15) working days after receiving the grievance.

8. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.

9. Retaliation against an individual for filing a complaint or cooperating in an investigation is prohibited, and Insight School of Missouri will take actions necessary to prevent such retaliation.

Dissemination of Information

Insight School of Missouri shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

## Private, State and Federal Programs Administration Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

- Political affiliations of the student or student's family.
- Mental and psychological problems of the student or his/her family.
- Sexual behavior and attitudes.
- Illegal, antisocial, or self-incriminating behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Religious practices and affiliations.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.
- Insight School of Missouri will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

## Emergency Messaging

Insight School of Missouri will rely on contact information on file with the program to communicate with parents in an emergency, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the program must restrict access due to a security threat. **It is crucial to notify your child's school when a phone number previously provided to the district has changed.**

## Nonemergency Messaging (Phone and Text, if opted in)

Insight School of Missouri will request that you provide contact information, such as your phone number and email address, for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. Insight School of Missouri may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how Insight School of Missouri contacts you, please contact your child's principal.

## What do I do if my internet goes out?

Internet is a requirement of Insight School of Missouri. If your internet temporarily goes out, you will still need to complete school work. We suggest going to a local library, a local business that provides WIFI, or another location with public internet, while you resolve your internet issues. K12 Customer Care is the first point of contact for parents and students who need computer help. Call 1-866-5122273 to speak with K12 Technical Support.
https://www.help.k12.com/s/submit-a-case

## Where can I go to get more help?

K12 Customer Care is the first point of contact for parents and students who need computer help. Call 1-866-512-2273 to speak with K12 Technical Support. If there is a computer/tech issue, parents should contact tech support within 24 hours.

## School Outings & Student Activity Clubs

Insight School of Missouri may sponsor optional outings for students and families that enhance the K12 curriculum/learning activities. While attendance is not mandatory, it is a wonderful opportunity to meet other school participants and share information about programs and successful practices. Outings are opportunities for both the students and parents to socialize. It is our hope that the teachers and parents will work together to plan and implement these activities. Parents are responsible for the cost of transportation and any entrance fees associated with optional outings. Credit for field trips is not offered in lieu of the regular K12 School requirements. Outings are scheduled in various locations, throughout the state, and where a majority of Insight School of Missouri students reside. Every effort is made to maximize outing locations throughout the year.

Insight School of Missouri expects students to dress appropriately when attending outings. Examples, of inappropriate dress include:

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or gang membership.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
- Any clothing that is excessively tight, of transparent material, see through material, or ripped or torn, or has suggestive signs or symbols.
- Any clothing through which underwear or any type of undergarment may be seen.

Insight School of Missouri parents and students are expected to conduct themselves appropriately at all optional outings. Parents are responsible for supervision of their children at all times.

## Health Policy Parent Information

School administration will work closely with the staff and students to maintain a healthy environment. Students who become ill or injured during an onsite event will immediately be reported to the administration or site lead. Parents will immediately be called if not onsite. If your child requires medication, you are asked to stay on location to provide it. Insight School of Missouri staff will not administer medication to students at optional school activities. Any health condition should be reported by the parent to Insight School of Missouri staff prior to the event.

## Child Abuse Hotline

Any person may report suspected child abuse, neglect, or exploitation. Anonymous reports are accepted from individuals who are not mandated by occupation to report, but please consider identifying yourself. Being able to contact you later helps the Children's Division staff complete a more thorough investigation. They may also need to ask you for more information during the investigation process.

When making a report, be sure to have the following information:

- Name of the child
- Name of the parent(s)
- Name of the alleged abuser
- Where the child can be located

The Missouri Child Abuse and Neglect Hotline Unit utilizes Signs of Safety when screening calls. To learn more about Signs of Safety, please visit https://www.signsofsafety.net/

The Children's Division Child Abuse and Neglect Hotline (CA/NHU) is a toll-free telephone line which is answered seven days a week, 24 hours a day, 365 days a year - 1-800-392-3738.

## Recommended Operating Systems and Browsers

To use K12's program, you'll need a computer with an Internet connection and free software programs, which you can download from the Internet.

### Recommended Browsers

The recommended browser when using the K12 Online School platforms, for all grade levels, is Google Chrome. Please click the Recommended Browsers link to view more information about Browser requirements. You may also reference How to Use Chrome for FAQs for Using Chrome Browser.

### Hardware and Operating System Minimum Recommendations

The minimum hardware recommendations to use the program are as follows:

Windows
**Operating System:** Windows 10+ recommended
**CPU:** Intel/AMD processor with OpenGL 4.4 / DirectX12 level GPU
**RAM:** 2GB of RAM
**Storage:** 500 MB of free storage space

macOS
**Operating System:** macOS 10.14+ recommended
**CPU:** Intel/AMD processor with OpenGL 4.4 / DirectX12 level GPU
**RAM:** 2GB of RAM
**Storage:** 500 MB of free storage space

### Using Mobile Devices with the Online School

Unfortunately, devices running the latest iOS, iPadOS, and AndroidOS can be used as supplemental devices in some cases, but your experience may vary between different courses and different devices.

For Learning Coaches, please see the K12 App available on both iOS and Android that allows you to enroll your student(s), monitor attendance, track your student progress, and contact school staff from your mobile devices.

K12 Mobile App Technical Requirements

Troubleshooting K12 Mobile App on iOS and Android Devices

**Software**

The free software below is for both a Windows or Mac computer unless noted:

- Google® Chrome™: *Preferred Chrome Latest
- Mozilla® Firefox®: Firefox Latest
- Microsoft® Edge: Edge Latest (Windows Only)
- Apple® Safari®: Safari Latest (macOS Only)
- Adobe: Adobe Acrobat Reader Latest

**Internet Connections**

It is highly recommended that a broadband connection be used instead of dial up. Please note the following if you are using a dial-up connection:

- ALL web acceleration software must be disabled for the school to work properly.
- If you are using NetZero, the 3G or Hi-Speed version of the NetZero software is not able to be used consistently with the Online School. The basic version of the NetZero Software should installed.
- If you are using MSN, you cannot use MSN Explorer consistently.
- You MUST meet the minimum speed of 56kbps -- click here to perform a speedtest.

**Gigabyte Usage**

The amount of data transferred over your Internet connection each month depends on the student's enrolled course(s). We are not able to provide this information. Please contact your ISP provider if you have concerns.

**Additional Concerns**

- Pop-up Blockers can affect your ability to access the Online School
- Internet Security Products, such as Norton, can inhibit your online experience
- Software firewalls installed on your PC often will cause accessibility problems
- Firewalls must have the following ports open to both TCP and UDP traffic to allow access to the K12 School: 80, 8080 and 443
- Touchscreens and Wacom tablets can interfere with accessing links in the Online School -- please see the manufacturer's support site for instructions on how to configure these devices to work consistently with Flash Player
- If you require the use of a screen reader for accessibility reasons, the Online

- School supports the use of NVDA with Firefox on Windows and VoiceOver on Safari on macOS.

## Bullying Incident Report Form

If you have been the target of bullying or have witnessed the bullying of a Insight School of Missouri student, complete this form and submit it to the principal. Complaints against building principals should be submitted to the Executive Director. Complaints against the Executive Director should be submitted to the Board of Education. Reports of bullying will be investigated, and disciplinary action will be taken as warranted.

Bullying Incident Form Link

## Insight School of Missouri Title IX Complaint Form

**PURPOSE:** The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible.

This form **only applies** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

**INSTRUCTIONS:** Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination.

**Title IX Coordinator**:
Bethany Guthrie
Operations Manager
bguthrie@insightmo.org
314-806-2199

Title IX Complaint Form Link